

**APPROVED 03/04/2010**

The Board's meeting was called to order at 6:05 in the basement meeting room at the Fremont Town Hall. Present were Selectmen Greta St Germain, Donald Gates Jr, and Brett Hunter; and Town Administrator Heidi Carlson.

**OLD BUSINESS**

1. Selectmen reviewed minutes for 11 February 2010 and 18 February 2010. Some additional detail will be added to the minutes of February 18<sup>th</sup> to further explain the discussion about the one temporary full-time position. Motion was made by Hunter to accept the minutes of February 11, 2010. Gates seconded and the vote was approved 2-0-1 with St Germain abstaining as she was not at the meeting.

St Germain moved to approve the minutes of February 18, 2010 as amended. Hunter seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed an updated draft of the Ethics and Fraud Policy, discussing the purpose and intent of each aspect, fraud and ethics. There was some discussion and consideration about whether they should be two separate policies or one, and it was decided to talk with Town Counsel in that regard. Selectmen will continue to review the document and potentially pare it down some more. It will be on the agenda again next week.

3. In follow-up to questions discussed at prior meetings, Carlson presented information from the LGC Publication "Knowing the Territory" and the pertinent NH Statutes, on the appointment of police officers and the road agent position. This was distributed for Board members to review.

4. Selectmen reviewed a beginning draft for the Highway Study Committee tasking list to include the items which have been discussed thus far. The Board was comfortable with this as a beginning, feeling that some other research items may come up in the course of the committee's business.

New applications came in this week from Steve Harms, Leon Holmes Jr, and Guerwood Holmes. The Board discussed the Committee makeup, including all six interested candidates thus far. The Board returned to their decision from a couple of weeks ago to have five members on the Committee. St Germain will serve as the Board's representative.

The Board discussed the membership of the Committee and decided to have members include Jack Downing, Steve Harms, Leon Holmes Jr, Mark Piktin, and Greta St Germain, as the Selectmen's Representative.

The Board wants the Committee to be pro-active and move forward in a positive manner. The Committee's task will be to gather information and bring some recommendations and the data collection back to the Board.

The Board discussed assigning a Chairman to the Committee and worked on the list of objectives. They discussed drafting a letter to all applicants for review next week.

This led to discussion of the Capital Improvements Plan (CIP) and how it works within the Town, for budgeting purposes, and overall future planning for the Town. Selectmen asked for Carlson to make copies of the CIP for them for the next meeting.

Carlson indicated that the CIP is a planning and budgeting document that should be a "working" document, updated to reflect current needs and a realistic plan for the replacement of aging equipment, or

the acquisition of new needed equipment. In terms of Highway equipment and capital needs, there are many, as the Town owns very little equipment (one ton truck, plows and sanders, sweeper and chipper) and has only the salt shed for capital assets.

Carlson indicated that there was a site plan drawn up at the time the salt shed was built that also laid out the location of the future maintenance building, as well as a septic system design, which would need to be updated.

Chief Janvrin came into the meeting at 6:55 pm. There was a brief discussion about the towing companies used by the Police Department.

Janvrin said that he had one item for Board consideration. He had originally planned to wait until the new Board was seated, but needs to get a new full-time candidate in place to meet the window to get the person enrolled in the full-time NH Police Academy that begins in April.

He asked the Board to appoint Christopher Lane as a temporary full-time police officer with the necessary probationary period. Janvrin said that Lane has passed the background check and the physical testing, has 3 years of experience with Hampton and is prepared to sign a three year contract with Fremont. He is currently part-time certified.

He wanted to start him the first full week in March, but Board members suggested that Janvrin bring in Candidate Lane next week and that the appointment could be made following that meeting. The Board asked and Janvrin confirmed that Lane is fully aware that the position is temporary and could be done in 18 months when Sergeant Larochelle returns from his military deployment.

Gates suggested that Janvrin get everything in place and have him here next week and meet the Board. Janvrin agreed and time was set on the agenda for this purpose at 7:00 pm.

Richard Butler came into the meeting briefly to drop off bills. There was discussion about flooding concerns and the fact that the river was being monitored by the Police Department overnight.

The Board discussed with Chief Janvrin the progress of the Police Union negotiations. Carlson advised that Mr Padellaro (the Teamsters representative) had contacted her by email to arrange a meeting with Carlson and one of the Selectmen to discuss the process. Selectmen asked Carlson to again contact Mr Padellaro and see if he could forward a list of preliminary questions. The Board stated that they meet on Thursday nights as early as 6:00 pm and that is the time they want to set aside to meet with him. The Board indicated they did not want meetings to include only a portion of the Board.

Chief Janvrin left the meeting at 7:30 pm. Deb Gears & Christine Zanni-Skeoch did not make it in for their 7:30 pm appointment to discuss property tax interest.

## **OLD BUSINESS CONTINUED**

5. The Ferwerda/Governor's Forest BTLA paperwork was signed by Joe Lessard and will be submitted with a cover letter from the Board. This was done on Thursday to attempt to meet the submission deadline. Lessard and Mr Ferwerda may meet again to review, and an updated agreement may be reached in the interim, but it has been submitted indicating "Appeal did not settle during our Settlement Meeting and a hearing is necessary." The Board signed the cover letter to the BTLA regarding Docket # 24226-08PT, to be sent with the settlement report.

6. Carlson had a question in follow-up to implementation of the Purchasing Policy. There are two sections dealing with the threshold for needing a purchase order. The Board reviewed the two areas and confirmed the intent was that the threshold for needing a purchase order is \$500. The policy was reviewed and one paragraph corrected.

Departments have expressed some questions and concerns to Carlson and are planning to attend the Board's open session for that purpose at 7:30 on Thursday march 25, 2010. The Board indicated again that is a first draft and subject to updating.

7. Carlson provided Selectmen with copies of the Trustees of Trust Funds Investment Policy which has now been reviewed by John Ryan with minor additions. This policy will be returned to the Trustees for adoption, noted that the Board of Selectmen has reviewed and approved it as of this date. The Trustees will need to formally adopt it at a meeting.

8. There was some follow-up discussion to the Aflac meeting last week. Carlson is still waiting for some information from Mr Burgess in terms of pricing and administrative items. Selectmen suggested this be obtained before another follow-up meeting is scheduled.

### **NEW BUSINESS**

1. Selectmen reviewed the accounts payable manifest \$27,176.15 for the current week dated 26 February 2010. Gates moved to approve this manifest. St Germain seconded and the vote was unanimously approved 3-0.

2. Selectmen reviewed the folder of incoming correspondence.

3. Selectmen reviewed and signed outgoing correspondence to Conrad Watson for donation of National Guard items.

4. Board members will plan to be at the polls on Election Day March 9, 2010 as needed.

5. Selectmen reviewed the following Elderly Exemption Applications:

a. Irene Downs                      03-001.001.33B

After discussion of the materials presented, Gates moved to approve the elderly tax exemption for Irene Downs at 19 Country Lane for tax year 2010. St Germain seconded and the vote was unanimously approved 3-0.

b. Robert Dumas                      03-001.001.07B

After review of the materials submitted, Gates moved to approve the elderly exemption for Robert and Yvette Dumas at 36 Christopher Lane. St Germain seconded and the vote was unanimously approved 3-0.

6. Carlson reviewed with the Board upcoming workshops sponsored by the Local Government Center on May 4 (Grant Writing), and May 25 (Collective Bargaining Agreements). Registration was discussed. Chief Butler and Heidi Carlson are attending the May 4th workshop; and Carlson will also attend the May 25th workshop. St Germain is also planning to attend on May 25<sup>th</sup>.

7. Selectmen reviewed a letter from Jeanne Nygren regarding the 2008 wage study. The Board discussed this letter and worked on a draft response which is to be prepared for signature. The Board discussed the 2008 wage study done by the Local Government Center, which was never adopted by the Town because the 2009 budget was a default budget and could not accommodate the new wage schedule. The last time

employees received any wage increases was those voted at the March 2008 Town meeting, aside from some changes made within the Parks & Recreation wage schedule in the summer of 2009.

Selectmen discussed a response to the letter. A draft will be prepared for next week.

#### **NEXT WEEK**

The next regular Board meeting will be held on Thursday March 4, 2010 at 6:00 pm.

With no further business, motion was made by Gates to adjourn the meeting t 9:25 pm. Hunter seconded and the vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator